



# City of Seat Pleasant, Maryland

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## **PROPOSED BUDGET FY 2013**

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# *City Administration*

**CITY OF SEAT PLEASANT, MARYLAND  
PROPOSED  
FY2013 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET	FY 2012 7 MONTHS ACTUAL	FY 2013 PROPOSED BUDGET
<b>CITY ADMINISTRATOR ADMINISTRATION</b>					
5100.04	Salaries	91,938	184,018	100,364	189,539
5000.04	Cost of Living		5,521	3,221	
5105.04	FICA	3,613	14,956	7,713	14,956
5110.04	Workmen's Compensation	375	2,932	761	2,932
5112.04	Maryland Unemployment	846	1,600	1,521	1,600
5114.04	Health Insurance	1,412	3,228	1,883	3,228
5350.04	Insurance	25,971	25,971	25,971	25,971
5400.04	Service Contract	18,710	37,239	21,989	32,239
5425.04	Newsletter				
5450.04	Supplies	9,451	10,000	8,519	5,000
5475.04	Postage	1,284	1,500	1,250	1,500
5500.04	Telephones	6,431	10,000	9,142	10,000
5501.04	Local Travel	18	200		200
5600.04	Training	1,254	6,104	3,358	3,600
5675.04	Utilities	8,500	20,000	17,900	20,000
5678.04	Petroleum Related Adjustment		10,000	9,000	
5975.04	Capital Improvements	1,896	5,500	4,506	5,500
5978.04	Surplus		9,078	899	
6017.04	Contractual Services	26,262	45,000	25,962	60,000
5349.04	Ethics Board		2,000	2,000	2,000
5243.04	Employee Appreciation Bonus				20,000
5125.04	Retirement Funds				25,000
5601.04	Staff Development				6,000
5602.04	Strategic Planning				5,000
<b>Total</b>		<b>197,961</b>	<b>394,847</b>	<b>245,959</b>	<b>434,265</b>

**SALARIES**

This line item represents funds allocated for the salaries paid to 4 fulltime employees:

City Administrator	80,000
Administrative Assistant	37,170
Receptionist	31,164
Human Resource Officer	41,205

**COST OF LIVING**

No funds have been allocated to this line item this year.

**INSURANCE AND LEGAL SERVICES**

This line item represents funds allocated for general liability insurance and legal services.

**SERVICE CONTRACT**

This line item represents funds allocated for maintenance contracts on office equipment such as computers, copiers, fax machines, general legal service fees and speed camera legal advice.

**TELEPHONES**

This line item represents funds allocated for telephone usage for the City staff.

**SUPPLIES**

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operations of City departments other than Police, City Clerk and Economic and Community Development.

**LOCAL TRAVEL**

This line item represents funds allocated for mileage and for minor miscellaneous expenses incurred by Administrative staff on City business.

**TRAINING**

This line item represents funds allocated for the Administrative staff to attend one annual professional association conference, and professional development and training.

**UTILITIES**

This line item represents funds allocated for utility usage for the City Hall building.

**PETROLEUM RELATED ADJUSTMENTS**

This line item represents funds allocated to provide for unanticipated increases in petroleum related goods and services procured by the City of Seat Pleasant. No funds were to be expended from this line item without approval by four Council Members. In FY 2013 this item reduced by \$5,000 and moved to Public Works budget in anticipation of increased gas prices.

**CAPITAL IMPROVEMENTS**

This line item represents funds allocated for the following item: Web Site Annual Maintenance

**SURPLUS**

This line item represents funds allocated for the possible of fortuitous events. No funds can be expended from this line item without the approval of a majority of the City Councilmembers. No funds are reflected in this line item.

**CONTRACTUAL SERVICES (\$60,000 GRANT WRITER)**

**THIS LINE ITEM REPRESENTS FUNDS FOR A GRANT WRITER .THE GRANT WRITER POSITION IS UNDER A FULLTIME CONTRACTUAL ARRANGEMENT.**

**BOARD OF ETHICS**

This line item represents funds allocated for the Board of Ethics

**EMPLOYEE APPRECIATION BONUS**

The City is unable to provide a Cost of Living increase to employees in Fiscal Year 2013 budget. Funds budgeted for this bonus will allow the City to provide each employee, except those who receive a salary

adjustment, a one-time bonus. This method does not become a part of the employee's base salary and will not become a long-term liability for the City, as it is a one-time bonus. The proposed bonus is \$500, per employee. These funds also include funding for an annual employee holiday party.

### **RETIREMENT FUNDS**

The City is striving toward providing employees with a benefits package that will enhance our chances of keeping current and newly hired staff members as long-term employees. If the City is to join a retirement system, such as the State of Maryland's Pension System or make significant changes to our existing voluntary supplemental retirement plan, it will require an upfront payment based upon the years of service of our employees and whether or not we will purchase credits toward them being able to receive a pension through the State Retirement and Pension System.

### **STAFF DEVELOPMENT**

Staff training and development is strategic focus for the City. Currently, the City does not have funding to provide training to the entire organization. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc.

### **STRATEGIC PLANNING**

In Fiscal Year 2012, the Council began a Strategic Planning process. Keeping the momentum going with the process is integral to it being a success for the City. These funds anticipate that the Council will conduct additional follow up to develop a full strategic plan that will become a part of our organization and serve as a guide for long-term City operations.







# *Economic & Community Development*

**CITY OF SEAT PLEASANT, MARYLAND  
PROPOSED  
FY2013 EXPENDITURES BUDGET**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2011 7 MONTHS ACTUAL</b>	<b>FY 2012 APPROVED BUDGET</b>	<b>FY 2011 7 MONTHS ACTUAL</b>	<b>FY 2013 PROPOSED BUDGET</b>
	<b>ECONOMIC AND COMMUNITY DEVELOPMENT</b>				
5100.06	Salary				
5000.06	Cost of Living				
5105.06	FICA				
5110.06	Workmen's Compensation				
5112.06	Maryland Unemployment				
5253.06	Promotional Activities		10,000		9,000
5450.06	Supplies				
5600.06	Training				
6017.06	Contractual Services		112,000	19,075	100,800
<b>Total</b>			<b>122,000</b>	<b>19,075</b>	<b>109,800</b>

**CONTRACTUAL SERVICES**

This line item represents fund allocated for Contractual Services for the following projects.

\$9,000 for promotional activities

\$60,000 for an Economic Development Coordinator - Contractual position

\$40,800 to provide services that or incentives that will retain existing businesses or attract new businesses to the City.

These funds can also be used as matching funds in a partnership arrangement with a qualified 50(c) 3organization to leverage resources to execute the vision for Economic Development in the City of Seat Pleasant.



*Finance*

**CITY OF SEAT PLEASANT, MARYLAND  
PROPOSED  
FY2013 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET	FY 2012 7 MONTHS ACTUAL	FY 2013 PROPOSED BUDGET
<b>FINANCE DEPARTMENT</b>					
5100.05	Salary	81,402	185,867	77,865	191,443
5000.05	Cost of Living				
5102.05	Temporary Help		5,576	3,253	
5002.05	Salary Adjustment				
5105.05	FICA	5,720	14,218	6,038	14,218
5110.05	Workmen's Compensation	404	1,518	1,305	1,518
5112.05	Maryland Unemployment	49	94	92	94
5114.05	Health Insurance	708	1,739	596	1,739
5125.05	Retirement	6,051	14,805	6,463	14,805
5250.05	Association Dues	158	218		240
5600.05	Training		3,150	548	3,150
5975.05	Capital Improvements	358	14,045		
6010.05	Auditing Services	6,039	7,000	7,000	7,000
6011.05	Special Internal Audit				
6017.05	Consultant		12,000	6,384	
<b>Total</b>		<b>100,889</b>	<b>260,230</b>	<b>109,544</b>	<b>234,207</b>

**SALARIES**

This line item represents funds allocated for the salaries paid to 4 full time employees.

City Treasurer	64,058
Accounting Manager	44,985
Accounting Clerk I	30,400
General Ledger Supervisor	52,000

Fifty percent of the cost for the General Ledger Supervisor will be associated with financial administration of the speed camera program.

**COST OF LIVING**

No funds have been allocated to this line item this year.

**RETIREMENT**

This line item represents funds allocated for the cost to City of its retirement program.

**ASSOCIATION DUES**

This line item represents funds allocated for the Governmental Financial Officers Association.

**TRAINING**

This line item represents funds allocated for staff to attend Maryland Municipal League Conference or other professional conferences and training.

**CAPITAL IMPROVEMENTS**

This line item represents funds allocated to upgrade the city's financial management system to foster the networking of the various computers, and findings from the Internal Audit to strengthen the City's internal controls.

No funds have been allocated for this line item this year.

**AUDITING SERVICES**

This line item represents funds allocated to cover the City's annual audit.

**CONSULTANT SERVICES**

This line item represents funds allocated to provide a consultant to assisted streamlining the City financial management and to strength the City's internal controls in the areas of grant and contractual management.

No funds have been allocated for this line item this year.



# *Public Safety*

**CITY OF SEAT PLEASANT, MARYLAND  
PROPOSED  
FY2013 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET	FY 2011 7 MONTHS ACTUAL	FY 2013 PROPOSED BUDGET
<b>POLICE DEPARTMENT</b>					
5100.07	Salaries	376,504	682,206	382,077	618,822
5101.07	Overtime	22,148	20,000	19,120	20,000
5000.07	Cost of Living		20,466	11,939	
5002.07	Stipends For Reserve Officers		15		1,000
5101.07s	Special Project Overtime				39,000
5105.07	FICA	29,065	53,754	35,536	48,399
5110.07	Workmen's Compensation	28,391	33,418	23,758	28,097
5112.07	Maryland Unemployment	5,817	10,048	3,588	9,047
5114.07	Group Health Insurance	27,815	53,326	38,460	53,326
5175.07	Vehicle Maintenance	25,706	15,000	12,527	15,000
5176.07	Vehicle Accidents		2,000	1,962	2,000
5225.07	Conventions and Conferences	183	1,500	20	500
5232.07	Neighborhood Watch		1,000	20	1,000
5250.07	Association Dues	270	300	270	300
5300.07	Field Supplies	2,496	6,985	5,147	7,000
5325.07	Gasoline	11,890	15,120	8,820	15,120
5400.07	Maintenance Contracts	5,033	6,000	3,500	6,000
5450.07	Office Supplies	2,148	3,000	1,234	3,000
5451.07	Insurance Auto	25,500	25,500	25,500	25,500
5452.07	Utilities for Surveillance Cameras				
5475.07	Postage	1,347	2,500	737	2,500
5550.07	Telephones	6,824	14,700	7,303	10,000
5600.07	Training	2,739	10,485	4,836	10,485
5601.07	Specialized Training				
5650.07	Uniforms	7,657	12,000	5,142	12,000
5950.07	Capital Outlay Equipment				
5975.07	Capital Improvements	15,710	31,420	15,710	31,420
5976.07	Police Resource Center		500	500	500
6130.07	C/SAFE	7,149	13,500	10,920	13,500
<b>Total</b>		<b>604,392</b>	<b>1,034,743</b>	<b>618,626</b>	<b>973,516</b>

**SALARIES**

This line item represents the salaries for the following:

Chief		62,751
Sergeant	2	85,680
Corporals	2	80,405
Pfc. and Officers	9	329,144

Administrative Assistants	1	30,615
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**REGULAR OVERTIME**

This line item represents funds allocated for compensation of staff to complete work deemed mandatory to complete court, administrative, late arrest, and other functions after a regular forty -hour work week and pre-approved by the City Administrator

**SPECIAL PROJECTS OVERTIME**

This line item represents funds allocated for compensation of staff to conducted overtime for special operations.

**STIPEND FOR RESERVE OFFICER PROGRAM**

More funds have been allocated to this line item this year to encourage greater participation from qualified officers.

**TRAINING**

This line item represents funds allocated for all Maryland Police and Correctional Training Commission mandatory in-service training and Annual Firearms Training for the year. Training for year also includes specialty training for areas such as Range Instructions, etc.

**CONVENTIONS AND CONFERENCES**

This line item includes funds for attendance at the Annual Chief of Police Convention and other Conferences to include travel expense

**ASSOCIATION DUES**

This line item represents funds allocated for association dues for Maryland Chief of Police, International Chief of Police, and other law enforcement organizations

**NEIGHBORHOOD WATCH**

This line item represents funds allocated for community related crime prevention activities.

**AUTO INSURANCE**

This line item represents funds allocated to cover insurance for police vehicles.

**VEHICLE MAINTENANCE**

This line item represents fund allocated for all auto maintenance, tune-up, tire repair, and windshield repairs, for repairs not covered under warranty.

**VEHICLE ACCIDENTS**

This line item represents funds allocated for vehicle repairs covered by the City's insurance or under warranty.

**POLICE RESOURCE CENTER**

This line item represents funds allocated to cover maintenance at the Police Resource Center.

**FIELD SUPPLIES**

This line item represents funds allocated for photo equipment for police evidence, repair to equipment and film for equipment, ammunition for range, traffic cones, first aide supplies, and fire extinguishers.



**STIPENDS FOR RESERVE OFFICERS**

This line item represents fund allocated for stipends for 3 Reserve Officers currently in the City's Reserve Officers Program. The payment of stipends to officers enrolled in the City's Reserve Officers Program is a requirement according to State Statute.

**OFFICE SUPPLIES**

This line item represents funds allocated for all supplies for the day to day operation of the office. Supplies such as pens, pencils, fax paper, copy paper, business cards, ID cards, toner, developer, vacuum bags, cups, plates, forks, spoons, knives, diskettes, etc.

**UNIFORMS**

This line item represents funds allocated for new uniforms, and repair and replacement of worn-out uniforms.

**GASOLINE**

This line item represents funds allocated to cover gas for police department vehicles.

**TELEPHONES**

This line item represents funds allocated for telephone usage for the staff.

**UTILITIES FOR SURVEILLANCE CAMERAS**

This line item represent funds allocated for telephone and electric services associated with surveillance cameras. No funds are reflected in this line item.

**POSTAGE**

This line item represents funds allocated for postage meter purchase and monthly postage charges for official correspondence, notification to individuals of vehicle impoundment, and general deliveries or certified mail.

**MAINTENANCE CONTRACTS**

This line item represents funds allocated for all contracts for service, which includes copy machine repair and service, water cooler, and computer repairs.

**CAPITAL IMPROVEMENTS**

This line item represents funds allocated for the lease payment for Police Vehicles.



# *Code Enforcement*

**CITY OF SEAT PLEASANT, MARYLAND  
PROPOSED  
FY2013 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET	FY 2012 7 MONTHS ACTUAL	FY 2013 PROPOSED BUDGET
<b>CODE ENFORCEMENT OFFICE</b>					
5100.08	Salary	22,416	38,912	21,158	40,079
5000.08	Cost of Living		1,167	681	
5101.08	Overtime				
5105.08	FICA	1,487	3,066	1,636	3,066
5110.08	Workmen's Compensation	1,051	979	979	979
5112.08	Maryland Unemployment	191	516	328	516
5114.08	Health Insurance	104	2,182	1,153	
5175.08	Vehicle Maintenance				
5300.08	Field Supplies	705	1,000	449	1,000
5600.08	Training		250	25	250
5475.08	Postages				
<b>Total</b>		<b>25,954</b>	<b>48,072</b>	<b>26,409</b>	<b>45,890</b>

**SALARY**

This line item represents fund allocated for the salary paid to 1 full time employee.  
Code Enforcement Officer 40,079

**COST OF LIVING**

No funds have been allocated to this line item this year.

**TRAINING**

This line item represents funds allocated for the staff to attend Maryland Municipal Conference and National League of Cities and other professional organizations.

**FIELD SUPPLIES**

This line item represents funds allocated to provide for the procurement of field supplies such as film, notices, and citation incidental to the operations of the department.

1 Code Enforcement Officer



*Mayor's Office  
of Nuisance &  
Abatement*

**CITY OF SEAT PLEASANT, MARYLAND  
PROPOSED  
FY2013 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 7 MONTHS ACTUAL	FY 2012 APPROVED BUDGET	FY 2012 7 MONTHS ACTUAL	FY 2013 PROPOSED BUDGET
<b>NUISANCE ABATEMENT</b>					
6100.06	Salary	18,138	42,000	23,606	43,260
6000.06	Cost of Living		1,260	735	
6105.06	FICA	1,299	1,765	1,543	1,765
6110.06	Workmen's Compensation		100		100
6112.06	Maryland Unemployment		800	426	800
6114.06	Health Insurance				
6250.06	Dues				
6600.06	Training		1,000	50	500
6975.06	Field Supplies		1,000	333	2,000
6017.06	Contractual Services				
<b>Total</b>		<b>19,437</b>	<b>47,925</b>	<b>26,693</b>	<b>48,425</b>

This line item represents funds allocated for a Nuisance & Abatement Coordinator. The Nuisance & Abatement Coordinator is 23% or \$11,000 funded by the Governor's Office of Crime Control and Prevention, CSAFE Grant and 77.0% or \$36,925 funded by the City's General Fund

The Nuisance & Abatement Coordinator salary is:

\$ 43,260

**TRAINING**

This line item represents funds allocated for the staff to attend Maryland Municipal Conference and National League of Cities and other professional organizations.

**FIELD SUPPLIES**

This line item represents funds allocated to provide for the procurement of field supplies such as film, notices, and citation incidental to the operations of the department.

1 Nuisance & Abatement Coordinator